

**Import File Layout Specification for Winter Data Collection, 2003-2004**  
**Employees by Assigned Position (EAP), Academic Year 2003-2004**  
**Fixed Length/Positional File (\*.TXT)**

Field ID(Key)	Column	Length	Description	Valid Entries
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	3	Survey Section	"EAP"
TYPECD	10	1	Type of staff counted	1-4 (refer to appendix A, type of staff table).
LINE	11	2	Primary function/occupational activity	1-5, 7-11 (refer to appendix A, primary function/occupational activity table). (Line 12 will be generated by the system - do not include in import file.)
FACSTAT	13	1	Faculty Status	1-4, 6 (refer to appendix A, faculty status table). (Line 5 will be generated by the system - do not include in import file.)
FILLER	14	6	Filler	Spaces
COUNT	20	6	Number of employees	0 to 999999

**Sort order: UNITID,SURVSECT,TYPECD,LINE,FACSTAT**

**Note: All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible. Character data should be left justified. If for any combination of TYPECD, LINE, and FACSTAT the count is zero, then do not include record in the import file.**

**Import File Layout Specification for Winter Data Collection, 2003-2004**  
**Employees by Assigned Position (EAP), Academic Year 2003-2004**  
**Key Value Pair File (\*.TXT)**

Field ID(Key)	Description	Valid Entries
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"EAP"
TYPECD	Type of staff counted	i = 1-4 (refer to appendix A, type of staff table)
LINE	Primary function/occupational activity	j = 1-5, 7-11 (refer to appendix A, primary function/occupational activity table)
FACSTAT	Faculty status	k = 1-4, 6 (refer to appendix A, faculty status table)
COUNT	Number of employees	1 to 999999

**Sample record:**

```
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=k,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=EAP,TYPECD=1,LINE=j,FACSTAT=k,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=100663,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=EAP,TYPECD=i,LINE=j,FACSTAT=k,COUNT=nnnnn
"      "      "      "      "      "      "      "
"      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=1,FACSTAT=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=2,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=1,LINE=j,FACSTAT=k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=1,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=2,LINE=1,FACSTAT=2,COUNT=nnnnn
"      "      "      "      "      "      "      "
UNITID=nnnnnn,SURVSECT=EAP,TYPECD=i,LINE=j,FACSTAT=k,COUNT=nnnnn
```

**Sort order: UNITID,SURVSECT,TYPECD,LINE,FACSTAT**

**Note: If for any combination of TYPECD, LINE, and FACSTAT the count is zero, then do not include record in the import file.**

## Appendix A - Code Value Tables

### Type of staff

- 1 Full-time non-medical
- 2 Full-time medical only (applicable to 4-year and above institutions only)
- 3 Part-time non-medical
- 4 Part-time medical only (applicable to 4-year and above institutions only)

### Primary function/occupational activity

- 1 Primarily instruction
- 2 Instruction combined with research and/or public service
- 3 Primarily research
- 4 Primarily public service (e.g., extension)
- 5 Executive/administrative/managerial
- 7 Other professional (support/service)
- 8 Technical/paraprofessional (not applicable to the faculty status codes below of 1, 2, and 3)
- 9 Clerical and secretarial (not applicable to the faculty status codes below of 1, 2, and 3)
- 10 Skilled crafts (not applicable to the faculty status codes below of 1, 2, and 3)
- 11 Service/Maintenance (not applicable to the faculty status codes below of 1, 2, and 3)
- 12 Total will be generated. Do not include in import file.**

### Faculty status

- 1 Faculty with tenure (not applicable to the primary function/occupational activity codes above of 8, 9, 10, and 11)
- 2 Faculty nontenured on tenure track (not applicable to the primary function/occupational activity codes above of 8, 9, 10, and 11)
- 3 Faculty nontenured not on tenure track (not applicable to the primary function/occupational activity codes above of 8, 9, 10, and 11)
- 4 Non-Faculty
- 5 Grand total (faculty and non-faculty) will be generated. Do not include in import file.**
- 6 Graduate assistants (applicable to part-time employees (TYPECD=3,4) only)